

1. Welcome - Introduce self and [redacted]

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Appreciation of Response - Additional Workshop Monday because of interest.

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2. When Do We Leave - 12 - 1. [redacted]

3. Coffee Break: 10:30 - 10:45 - 6th Floor

De Sando's; Drug Store 17th & H

4. Rest Rooms

Ladies - on left just beyond Guard

Men - opposite Door to Room 308

5. Elevators - Left self operated; right operator.

6. Lunch - De Sando; The Derby; Black Steer; House of Beef; Hot Shoppes

7. Shuttle Bus - Nine after the Hour and every 15 minutes thereafter.

8. Purpose of this Workshop

a. To inform ARO's & others about the advantage of Shelf Filing; How It Has Helped a Number of Agency Offices already to Solve some of their space problems and how it may help others.

b. To assist the RMS in determining the most suitable installations because of the large number of requests.

9. History of Shelf filing in this Agency.

a. First Installation - Biographic Register in 1957 - Result: Return of 115 cabinets and safes - two year expansion for files - 207 sq. ft. of space made available.

b. Progress Since 1957 - 40 complete installations including 5 Contact Field offices.

c. Present Situation - Shortage of Space in new building; need to do planning now for equipment to conform to space assigned in new bldg.

10. Pioneering in that this is our first workshop - We solicit your ideas.

11. Introduce [redacted]

12. Closing -

a. Appreciation of your attendance and attention

b. Thank FDD - [redacted]

c. Thanks to the following Vendors:

George Campbell, Deibold, Inc.

D. J. McCrossan, Remington Rand

Ken. Brown, Tab Products

Page Young, Art Metal Construction Company

James D. Owens, D. N. Owens

William Gregory, Yawman and Erbe

Noel Bingle, Yawman and Erbe

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1. Letter or Legal
2. Clearly Classified
Material -
~~Secret~~ Secret } area
or Vault
3. Unclassified
No Secret Vault
→ OO/Contact
4. Cautious Vendors
5. Thanks to Vendors
6. Thanks to F.D.D.
7. Thanks to You
8. Secret and Secret
9. Agency Instructions

Hand

Trans

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INTERNAL USE ONLY

RECORDS MANAGEMENT STAFF

announces a new

WORKSHOP

WHAT Shelf Filing Workshop. (2½ hours)

WHY To assist Agency officials in analyzing and solving office space problems by highlighting advantages and disadvantages of today's shelf filing techniques.

WHEN Wed. April 5, thru Fri. April 7, 1961
9:30 am til noon

WHERE Room 308, 1717 H Street, NW

WHO Wed. 5 Apr. DDS & DDI Area Records Officers
Thur 6 Apr. ARO-invited officials of DDS & DDI
Fri. 7 Apr. DDP Records Officers and officials.
(Advise of names by Mar. 30.)

HOW Presentation of the principles of Shelf Filing and its application in the Agency.
Demonstration of various shelf units and supplies.
Workshop problems on analyzing and solving office shelving requirements and floor layout.

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SHELF-FILLING-WORKSHOP

APRIL 5-6-7 1961

Conducted

by

Records Management Staff

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Workshop
on the
Principles and Techniques of the Shelf Filing System

Guide materials will be
distributed
for you to keep and use
as aids in
planning for your office requirements

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9:30 am WELCOME

Chief, Records Management Staff

PRINCIPLES OF THE SHELF FILING SYSTEM

Analyst, Records Management Staff

10:30 am COFFEE

REVIEW OF SHELF FILING EQUIPMENT

Analyst, Records Management Staff

CASE PROBLEM

Analyst, Records Management Staff

TECHNIQUES OF INSTALLING A SHELF FILING SYSTEM

Analyst, Records Management Staff

CASE PROBLEM

Analyst, Records Management Staff

CRITIQUE

Students

RECORDS MANAGEMENT STAFF
IS A

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SERVICES AVAILABLE

The Organization's Records Management Program is concerned with improvement of all paperwork:-

1. When it is being created,
2. While it is in use, and,
3. Its ultimate preservation or destruction.

For example:

CREATION

Forms design, preparation, and control
Correspondence methods and improvement
Reports analysis and management

USE

Filing Systems and procedures
File equipment and supplies
Office equipment and related procedures
Record keeping surveys and analysis

DISPOSITION

Record retention and disposal schedules
Vital Materials selection and storage
Records Center storage and service
Archives preservation

Guidance, Training, or Assistance or any phase of paperwork control is readily available from the Records Management Staff (extension ☐ or from the Records Officer assigned to each area.

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